

**MINUTES OF PUBLIC MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
AGIC MANUAL WORK GROUP**

**DRAFT**

A public meeting of the Arizona Geographic Information Council was convened March 25, 2020 at 2:00 PM via Webex. Present at the meeting were the following members or designees of the AGIC Manual Work Group:

**Table 1: Work Group Voting Members**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Eric Feldman	Maricopa County	Yes
Jason Howard	MAG	Yes
Shea Lemar	ASU	Yes
Jenna Leveille	AZ State Land Department	Yes
Lucas Murray	AZ State DES	Yes

- I. **Call to order:** Meeting was called to order at 2:03 pm; Introductions were made by the committee; around the table and on the phone, ensuring attendance list was managed and quorum established.
- II. **Approval of the March 11, 2020 Meeting Minutes:** Jenna motioned to approve the meeting minutes. Lucas seconded. There was no discussion. Motion passed unanimously.
- III. **AGIC Manual Updates:** The group reviewed and discussed additions and changes to the manual. They began at the beginning of the document and double checked the notes from the previous meeting had been incorporated. The following items were discussed:
  - Jenna noted that document will need to be reviewed for grammar and basic edits at the end of the update process
  - Lucas added 'Etiquette' to the 'Requirements' section
  - Lucas updated the 'Officers' section
    - He moved the NSGIC attendance requirements from each officer description and moved them into a separate subsection called 'Additional Chair Duties'
    - We felt that we needed to update the language that talks about officers being required to be a member of a NSGIC committee. We will take this issue to the AGIC Admin and Legal committee.
  - Note to add something under the 'Requirements and Etiquette' section that talks about NSGIC.

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- Under the Treasurer section, we will ask the board to remove the sentence concerning the Treasurer being a representative of the SCO.
- Under 'Withdrawal and Vacancies' we updated the wording to address any information that was not accurate.
- We will return to Travel section to discuss it in more detail

IV. **Information or Topics for Future Meetings:** Resume review at the Resignation section.

Next meeting is scheduled for April 14, 2020, from 2:00 pm to 3:00pm, via Webex

V. **Call to the Public:** None

VI. **Adjourn:** 3:02 pm